

## **Privacy Statement - Construction Specifications Canada**

*Construction Specifications Canada (CSC) is a national multi-disciplinary, non-profit association committed to the ongoing development and delivery of quality education programs, publications and services for the betterment of the construction community.*

### **CSC Objectives:**

To foster the interests of those engaged in or who are affected by the compilation or use of any forms of specifications or related documentation for the construction industry. To Publish literature pertaining to the construction industry, and to engage in activities to improve procedures and techniques related to the construction industry.

### **THE COLLECTION OF PERSONAL INFORMATION**

CSC values and respects the privacy of its members including security of personal data. This information will be used strictly for use in the course of CSC activities.

CSC obtains and collects personal information through the following means:

Members may be asked on a voluntary basis to supply the association with personal information on an annual basis for renewal purposes, or on a membership application for those joining the association. This information can be updated by the member at their discretion, and made available to them for review by contacting the association office in writing, or by presenting themselves, by appointment, during business hours to:

Construction Specifications Canada, 120 Carlton Street, Suite 312, Toronto, Ontario M5A 4K2  
Tel: 416-777-2198, Fax: 416-777-2197, E-mail: [info@csc-dcc.ca](mailto:info@csc-dcc.ca)

The information can be modified, or deleted at the discretion of the member. Member and non-member data is primarily stored in the association's database, which is housed within the CSC office for security.

### **WHAT INFORMATION IS COLLECTED?**

CSC collects information such as a member's name, address, telephone number, fax number e-mail address, work affiliation, and professional interests.

### **HOW DOES CSC USE PERSONAL INFORMATION?**

CSC uses personal information to:

- Better understand its members and improve service delivery
- To communicate through mailings
- For statistical and research purposes regarding trends within the industry
- For marketing purposes so it may provide information about product services that may be of interest
- Provide its official magazine called Construction Canada, to the membership.

### **DISCLOSURE**

CSC will not disclose personal information without the member's consent to any third party other than agencies contracted to act on behalf of CSC. These agencies will be required to sign a confidentiality and non-disclosure agreement to ensure the member's privacy. Member E-mail or mailing addresses will not be sold or provided to any outside parties unauthorized by Construction Specifications Canada. The CSC membership directory has been created in such a way that mailing lists cannot be generated electronically, and members have the right to remove their name from the membership directory prior to its publication. The request must be made in writing, and received by CSC prior to the publishing date of the membership directory.

Some of Construction Specifications Canada's 3<sup>rd</sup> party alliances and affiliations include:

- Kenilworth Publishing, publishers of Construction Canada Magazine
- RIB North America, alliance for the National Master Specifications (NMS)

### **PRIVACY SUPPORT AND UPDATES:**

From time to time, CSC makes changes to its information practices or alters the functionality of its website. This statement is updated accordingly, and CSC encourages members to periodically review the website for the latest information on its practices. If there are any questions about CSC privacy policies, please contact the following:

Attn: Executive Director  
Construction Specifications Canada  
120 Carlton Street, Suite 312, Toronto, Ontario M5A 4K2  
Tel: 416-777-2198, Fax: 416-777-2197, E-mail: [info@csc-dcc.ca](mailto:info@csc-dcc.ca)